



GUIDELINES
Washington State Prevention Summit Application
October 14 – 16, 2010

King County Department of Community and Human Services Alcohol and Other Drug Prevention Program has State of Washington Division of Behavioral Health and Recovery funds to support people attending the Washington State Prevention Summit.

1. The application must be received at least 10 days prior to the Prevention Summit, unless a specific exception has been granted.
2. The Applicant must provide 10 percent in non-federal matching funds.
3. Training funds may not be used for food. All meals are provided for attendees at the Washington State Prevention Summit.
4. Mileage reimbursement may be requested at the federal per diem rate.
5. All Prevention Summit requirements regarding the ratio of adult chaperones to youth participants must be met.
6. Attending the Washington State Prevention Summit under this funding is not considered approved until you have the written approval letter from King County.
7. If approved, reimbursement will be paid after the Washington State Prevention Summit has been attended. The Applicant must register and prepay for the event and lodging.
8. If approved, the Applicant will need to complete the following and bill us within 30 days after the event (if not invoiced within 30 days, payment is not guaranteed): attach invoice or request for payment; attach all receipts; attach copy of registration form; and attach copy of the cleared check, credit card receipt or cash receipt as proof of payment.

For more information, please call Carol Jernigan at (206) 263-8933. Applications are available online at www.kingcounty.gov/healthServices/SubstanceAbuse/Services/Prevention/AlcoholDrugs.aspx